

FINANCE PROCEDURE – Large Equipment Grants: Process for payment for equipment

Instructions for delivery of funding relating to TPCH Foundation Large Equipment grants:

1. The grant recipient is notified of their successful grant application.
2. The signed Acceptance Document provided with the Terms and Conditions for the grant is returned to TPCH Foundation office.
3. The grant recipient will co-ordinate with their Business Manager to raise a TPCH purchase order using the quote obtained in the grant application. The Business Manager should liaise with TPCH Finance to determine which Cost Centre should be utilised.
4. The grant applicant is to provide TPCH Foundation details of any TPCH Foundation Trust Funds that are contributing to the cost of the equipment.
If a TPCH Foundation Trust fund is contributing any payment, a completed “Request for Payment” form (available from www.tpchfoundation.org.au) is to be lodged with TPCH Foundation office for approval.
5. The applicant will email TPCHF Research Administrator Margaret Woodgate on Margaret_woodgate@health.qld.gov.au advising when the equipment has been purchased.
6. TPCH Finance will arrange for reimbursement for the grant amount from The Foundation.